



E3 FEDERAL SOLUTIONS

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

For more information on ordering from Federal Supply Schedules click on the  
FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Schedule Title:** Multiple Award Schedule  
**Federal Supply Group:** Professional Services

**Contract Number:** GS-00F-151CA  
**Contract Period:** May 28, 2015 – May 27, 2025  
**Contractor:** E3 Federal Solutions, LLC  
8281 Greensboro Drive, Suite 400  
McLean, VA 22102 5211

**Business Size:** Other than Small Business

**Telephone:** (571) 551-2726  
**Web Site:** [www.e3federal.com](http://www.e3federal.com)  
**E-mail:** [willis-lloyd@e3sentinel.com](mailto:willis-lloyd@e3sentinel.com)  
**Contract Admin:** LeNaye Willis-Lloyd

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*®, a menu-driven database system. The INTERNET address *GSA Advantage!*® is: [GSAAAdvantage.gov](http://GSAAAdvantage.gov)

Price list current as of Modification **#PO-22**, effective **May 28, 2020**.

## CUSTOMER INFORMATION

**1a. Table of Awarded Special Item Number(s):**

SIN	Recovery	SIN Description
541219	541219RC	Budget and Financial Management Services
541330ENG	541330ENGRC	Engineering Services
541420	541420RC	Engineering System Design and Integration Services
541430	541430RC	Graphic Design Services
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541620	541620RC	Environmental Consulting Services
541715	541715RC	Engineering Research and Development and Strategic Planning
541820	541820RC	Public Relations Services
541990RISK	541990RISKRC	Risk Assessment and Mitigation Services
561920	561920RC	Conference, Meeting, Event and Trade Show Planning Services
611430	611430RC	Professional and Management Development Training
OLM	OLMRC	Order Level Materials

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Pricing begins on Page 5.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. Labor Category Descriptions begin on Page 12.**
- 2. Maximum Order:** \$1,000,000.00
  - 3. Minimum Order:** \$100.00
  - 4. Geographic Coverage (delivery Area):** Domestic and Overseas
  - 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
  - 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Price List (Page 5).
  - 7. Quantity discounts:** None Offered

8. **Prompt payment terms:** Net 30 days. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address:** Same as company address
15. **Warranty provision:** Contractor’s standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/):** N/A
- 25. Data Universal Numbering System (DUNS) number:** 170945823
- 26. Notification regarding registration in System for Award Management (SAM) Database:** Registered
- 27. Final Pricing:** The rates shown on the next page include the Industrial Funding Fee (IFF) of 0.75%.

**LABOR CATEGORY RATES**  
**SINs 541219, 541611, & 541990RISK - Customer Site**

SIN	LABOR CATEGORY	5/28/20– 5/27/21	5/28/21 – 5/27/22	5/28/22 – 5/27/23	5/28/23 – 5/27/24	5/28/24 – 5/27/25
541219, 541611, & 541990RISK	Analyst	\$ 95.47	\$ 97.76	\$ 100.10	\$ 102.50	\$ 104.96
541219, 541611, & 541990RISK	Junior Analyst	\$ 67.39	\$ 69.00	\$ 70.66	\$ 72.35	\$ 74.09
541219, 541611, & 541990RISK	Manager I	\$ 134.20	\$ 137.42	\$ 140.71	\$ 144.09	\$ 147.55
541219, 541611, & 541990RISK	Manager II	\$ 152.51	\$ 156.17	\$ 159.92	\$ 163.76	\$ 167.69
541219, 541611, & 541990RISK	Project Manager	\$ 119.83	\$ 122.71	\$ 125.65	\$ 128.67	\$ 131.75
541219, 541611, & 541990RISK	Senior Consultant I	\$ 101.25	\$ 103.68	\$ 106.17	\$ 108.72	\$ 111.33
541219, 541611, & 541990RISK	Senior Consultant II	\$ 122.00	\$ 124.93	\$ 127.93	\$ 131.00	\$ 134.14
541219, 541611, & 541990RISK	Senior Manager I	\$ 189.59	\$ 194.14	\$ 198.80	\$ 203.57	\$ 208.46
541219, 541611, & 541990RISK	Senior Manager II	\$ 244.77	\$ 250.65	\$ 256.66	\$ 262.82	\$ 269.13

**LABOR CATEGORY RATES**  
**SINs 541430, 541820, & 561920 - Customer Site**

SIN	LABOR CATEGORY	5/28/20 – 5/27/21	5/28/21 – 5/27/22	5/28/22 – 5/27/23	5/28/23 – 5/27/24	5/28/24 – 5/27/25
541430, 541820, & 561920	Marketing & Communications Consultant – Junior	\$ 51.95	\$ 53.30	\$ 54.69	\$ 56.11	\$ 57.57
541430, 541820, & 561920	Marketing & Communications Consultant – Mid	\$ 75.16	\$ 77.12	\$ 79.12	\$ 81.18	\$ 83.29
541430, 541820, & 561920	Marketing & Communications Program Management Consultant Senior	\$ 127.11	\$ 130.42	\$ 133.81	\$ 137.29	\$ 140.86

**LABOR CATEGORY RATES**  
**SINs 541430, 541820, & 561920 - Contractor Site**

SIN	LABOR CATEGORY	5/28/20 – 5/27/21	5/28/21 – 5/27/22	5/28/22 – 5/27/23	5/28/23 – 5/27/24	5/28/24 – 5/27/25
541430, 541820, & 561920	Marketing & Communications Consultant – Mid	\$ 101.20	\$ 103.84	\$ 106.54	\$ 109.31	\$ 112.15
541430, 541820, & 561920	Marketing & Communications Consultant – Senior	\$ 123.48	\$ 126.69	\$ 129.98	\$ 133.36	\$ 136.83
541430, 541820, & 561920	Marketing & Communications Program Management Consultant	\$ 135.29	\$ 138.81	\$ 142.42	\$ 146.12	\$ 149.92
541430, 541820, & 561920	Marketing & Communications Subject Matter Expert	\$ 180.71	\$ 185.41	\$ 190.23	\$ 195.18	\$ 200.25

**LABOR CATEGORY RATES**  
**SINs 541330ENG, 541420, & 541715 - Customer Site**

SIN	LABOR CATEGORY	5/28/20 – 5/27/21	5/28/21 – 5/27/22	5/28/22 – 5/27/23	5/28/23 – 5/27/24	5/28/24 – 5/27/25
541330ENG, 541420, & 541715	Consultant - II	\$ 88.03	\$ 90.58	\$ 93.21	\$ 95.91	\$ 98.69
541330ENG, 541420, & 541715	Consultant - III	\$ 98.59	\$ 101.45	\$ 104.39	\$ 107.42	\$ 110.54
541330ENG, 541420, & 541715	Consultant - IV	\$ 141.92	\$ 146.04	\$ 150.28	\$ 154.64	\$ 159.12
541330ENG, 541420, & 541715	Consultant - V	\$ 165.13	\$ 169.92	\$ 174.85	\$ 179.92	\$ 185.14
541330ENG, 541420, & 541715	Engineering Analyst - I	\$ 90.15	\$ 92.76	\$ 95.45	\$ 98.22	\$ 101.07
541330ENG, 541420, & 541715	Engineering Analyst - II	\$ 99.77	\$ 102.66	\$ 105.64	\$ 108.70	\$ 111.85
541330ENG, 541420, & 541715	Engineering Analyst - III	\$ 106.87	\$ 109.97	\$ 113.16	\$ 116.44	\$ 119.82
541330ENG, 541420, & 541715	Engineering Analyst - IV	\$ 140.61	\$ 144.69	\$ 148.89	\$ 153.21	\$ 157.65
541330ENG, 541420, & 541715	Engineering Analyst - V	\$ 152.60	\$ 157.03	\$ 161.58	\$ 166.27	\$ 171.09
541330ENG, 541420, & 541715	Engineering Technician - I	\$ 76.29	\$ 78.50	\$ 80.78	\$ 83.12	\$ 85.53
541330ENG, 541420, & 541715	Engineering Technician - II	\$ 89.79	\$ 92.39	\$ 95.07	\$ 97.83	\$ 100.67
541330ENG, 541420, & 541715	Engineering Technician - III	\$ 101.42	\$ 104.36	\$ 107.39	\$ 110.50	\$ 113.70
541330ENG, 541420, & 541715	Engineering Technician - IV	\$ 129.13	\$ 132.87	\$ 136.72	\$ 140.68	\$ 144.76
541330ENG, 541420, & 541715	Engineering Technician - V	\$ 144.23	\$ 148.41	\$ 152.71	\$ 157.14	\$ 161.70
541330ENG, 541420, & 541715	Functional Analyst - I	\$ 70.42	\$ 72.46	\$ 74.56	\$ 76.72	\$ 78.94
541330ENG, 541420, & 541715	Functional Analyst - II	\$ 90.15	\$ 92.76	\$ 95.45	\$ 98.22	\$ 101.07
541330ENG, 541420, & 541715	Functional Analyst - III	\$ 111.04	\$ 114.26	\$ 117.57	\$ 120.98	\$ 124.49

541330ENG, 541420, & 541715	Functional Analyst - IV	\$ 117.37	\$ 120.77	\$ 124.27	\$ 127.87	\$ 131.58
541330ENG, 541420, & 541715	Functional Analyst - V	\$ 152.60	\$ 157.03	\$ 161.58	\$ 166.27	\$ 171.09
541330ENG, 541420, & 541715	Program Analyst - II	\$ 82.18	\$ 84.56	\$ 87.01	\$ 89.53	\$ 92.13
541330ENG, 541420, & 541715	Program Analyst - III	\$ 90.15	\$ 92.76	\$ 95.45	\$ 98.22	\$ 101.07
541330ENG, 541420, & 541715	Program Analyst - IV	\$ 105.64	\$ 108.70	\$ 111.85	\$ 115.09	\$ 118.43
541330ENG, 541420, & 541715	Program Manager - I	\$ 102.49	\$ 105.46	\$ 108.52	\$ 111.67	\$ 114.91
541330ENG, 541420, & 541715	Program Manager - II	\$ 117.89	\$ 121.31	\$ 124.83	\$ 128.45	\$ 132.18
541330ENG, 541420, & 541715	Program Manager - III	\$ 121.69	\$ 125.22	\$ 128.85	\$ 132.59	\$ 136.44
541330ENG, 541420, & 541715	Program Manager - IV	\$ 152.60	\$ 157.03	\$ 161.58	\$ 166.27	\$ 171.09
541330ENG, 541420, & 541715	Project Manager - I	\$ 91.56	\$ 94.22	\$ 96.95	\$ 99.76	\$ 102.65
541330ENG, 541420, & 541715	Project Manager - IV	\$ 130.21	\$ 133.99	\$ 137.88	\$ 141.88	\$ 145.99
541330ENG, 541420, & 541715	Project Manager - V	\$ 146.49	\$ 150.74	\$ 155.11	\$ 159.61	\$ 164.24
541330ENG, 541420, & 541715	Subject Matter Expert - III	\$ 152.60	\$ 157.03	\$ 161.58	\$ 166.27	\$ 171.09
541330ENG, 541420, & 541715	Subject Matter Expert - IV	\$ 178.18	\$ 183.35	\$ 188.67	\$ 194.14	\$ 199.77
541330ENG, 541420, & 541715	Technical Writer/Editor - II	\$ 62.13	\$ 63.93	\$ 65.78	\$ 67.69	\$ 69.65



**LABOR CATEGORY RATES**  
**SINs 541611 & 611430 - Customer Site**

SIN	LABOR CATEGORY	5/28/20 – 5/27/21	5/28/21 – 5/27/22	5/28/22 – 5/27/23	5/28/23 – 5/27/24	5/28/24 – 5/27/25
541611	Acquisition Manager I	\$ 91.99	\$ 94.38	\$ 96.84	\$ 99.35	\$ 101.94
541611	Acquisition Manager II	\$ 103.68	\$ 106.37	\$ 109.14	\$ 111.98	\$ 114.89
541611	Acquisition Manager III	\$ 121.98	\$ 125.15	\$ 128.41	\$ 131.75	\$ 135.17
541611	Acquisition Manager IV	\$ 141.22	\$ 144.89	\$ 148.66	\$ 152.52	\$ 156.49
541611	Acquisition Manager V	\$ 162.03	\$ 166.24	\$ 170.56	\$ 174.99	\$ 179.54
541611	Analyst I	\$ 80.11	\$ 82.19	\$ 84.33	\$ 86.52	\$ 88.77
541611	Analyst II	\$ 91.99	\$ 94.38	\$ 96.84	\$ 99.35	\$ 101.94
541611	Analyst III	\$ 103.98	\$ 106.69	\$ 109.46	\$ 112.31	\$ 115.23
541611	Analyst IV	\$ 128.82	\$ 132.16	\$ 135.60	\$ 139.13	\$ 142.74
541611	Contract Specialist II	\$ 102.70	\$ 105.37	\$ 108.11	\$ 110.92	\$ 113.80
541611	Contract Specialist III	\$ 121.89	\$ 125.06	\$ 128.31	\$ 131.65	\$ 135.07
541611	Contract Specialist IV	\$ 140.10	\$ 143.75	\$ 147.49	\$ 151.32	\$ 155.25
541611	Contract Specialist V	\$ 158.89	\$ 163.02	\$ 167.26	\$ 171.61	\$ 176.07
541611	Program Manager I	\$ 79.98	\$ 82.06	\$ 84.20	\$ 86.39	\$ 88.63
541611	Program Manager II	\$ 88.58	\$ 90.88	\$ 93.24	\$ 95.67	\$ 98.16
541611	Program Manager III	\$ 119.33	\$ 122.44	\$ 125.62	\$ 128.89	\$ 132.24
541611	Program Manager V	\$ 157.65	\$ 161.75	\$ 165.95	\$ 170.27	\$ 174.69
541611	Principal Consultant I	\$ 194.72	\$ 199.79	\$ 204.98	\$ 210.31	\$ 215.78
541611	Subject Matter Expert I	\$ 119.71	\$ 122.82	\$ 126.01	\$ 129.29	\$ 132.65
541611	Subject Matter Expert II	\$ 141.95	\$ 145.64	\$ 149.42	\$ 153.31	\$ 157.29
541611	Subject Matter Expert III	\$ 161.32	\$ 165.51	\$ 169.82	\$ 174.23	\$ 178.76
611430	Training Subject Matter Expert I	\$ 106.19	\$ 108.95	\$ 111.78	\$ 114.69	\$ 117.67
611430	Training Subject Matter Expert II	\$ 147.45	\$ 151.28	\$ 155.22	\$ 159.25	\$ 163.39
611430	Training Subject Matter Expert III	\$ 170.75	\$ 175.18	\$ 179.74	\$ 184.41	\$ 189.21

**LABOR CATEGORY RATES**  
**SINs 541611 - Contractor Site**

SIN	LABOR CATEGORY	5/28/20 – 5/27/21	5/28/21 – 5/27/22	5/28/22 – 5/27/23	5/28/23 – 5/27/24	5/28/24 – 5/27/25
541611	Acquisition Manager I	\$ 107.17	\$ 109.95	\$ 112.81	\$ 115.75	\$ 118.76
541611	Acquisition Manager II	\$ 120.78	\$ 123.92	\$ 127.14	\$ 130.44	\$ 133.84
541611	Acquisition Manager III	\$ 142.11	\$ 145.80	\$ 149.59	\$ 153.48	\$ 157.47
541611	Acquisition Manager IV	\$ 164.51	\$ 168.79	\$ 173.18	\$ 177.68	\$ 182.30
541611	Acquisition Manager V	\$ 188.75	\$ 193.66	\$ 198.70	\$ 203.86	\$ 209.16
541611	Analyst I	\$ 93.32	\$ 95.75	\$ 98.24	\$ 100.79	\$ 103.41
541611	Analyst II	\$ 107.17	\$ 109.95	\$ 112.81	\$ 115.75	\$ 118.76
541611	Analyst III	\$ 121.13	\$ 124.28	\$ 127.51	\$ 130.83	\$ 134.23
541611	Analyst IV	\$ 150.06	\$ 153.97	\$ 157.97	\$ 162.08	\$ 166.29
541611	Contract Specialist II	\$ 119.65	\$ 122.76	\$ 125.95	\$ 129.23	\$ 132.59
541611	Contract Specialist III	\$ 141.99	\$ 145.68	\$ 149.47	\$ 153.36	\$ 157.35
541611	Contract Specialist IV	\$ 163.23	\$ 167.47	\$ 171.83	\$ 176.30	\$ 180.88
541611	Contract Specialist V	\$ 185.10	\$ 189.92	\$ 194.86	\$ 199.92	\$ 205.12
541611	Program Manager I	\$ 93.18	\$ 95.61	\$ 98.09	\$ 100.64	\$ 103.26
541611	Program Manager II	\$ 103.20	\$ 105.88	\$ 108.64	\$ 111.46	\$ 114.36
541611	Program Manager III	\$ 139.02	\$ 142.64	\$ 146.35	\$ 150.15	\$ 154.06
541611	Program Manager V	\$ 183.66	\$ 188.44	\$ 193.34	\$ 198.36	\$ 203.52
541611	Principal Consultant I	\$ 226.86	\$ 232.76	\$ 238.81	\$ 245.02	\$ 251.39
541611	Subject Matter Expert I	\$ 139.46	\$ 143.08	\$ 146.80	\$ 150.62	\$ 154.54
541611	Subject Matter Expert II	\$ 165.38	\$ 169.68	\$ 174.09	\$ 178.62	\$ 183.26
541611	Subject Matter Expert III	\$ 187.94	\$ 192.82	\$ 197.84	\$ 202.98	\$ 208.26

**LABOR CATEGORY RATES**  
**SIN 541620 - Customer Site**

SIN	LABOR CATEGORY	5/28/20 – 5/27/21	5/28/21 – 5/27/22	5/28/22 – 5/27/23	5/28/23 – 5/27/24	5/28/24 – 5/27/25
541620	Environmental Analyst - Mid	\$ 105.45	\$ 108.19	\$ 111.00	\$ 113.89	\$ 116.85
541620	Environmental Analyst - Sr	\$ 115.00	\$ 117.99	\$ 121.06	\$ 124.21	\$ 127.44
541620	Environmental Specialist - Mid	\$ 99.35	\$ 101.93	\$ 104.58	\$ 107.30	\$ 110.09
541620	Environmental Specialist - Principal	\$ 145.00	\$ 148.77	\$ 152.64	\$ 156.61	\$ 160.68
541620	Environmental Specialist - Senior	\$ 120.48	\$ 123.61	\$ 126.82	\$ 130.12	\$ 133.50

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Awards Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## LABOR CATEGORY DESCRIPTIONS SINs 541219, 541611, & 541990RISK

### 1. Analyst

**Functional Responsibilities:** Applies analytic methodologies and principles to project. May lead tasks or portions of tasks, overseeing junior staff. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 5 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

### 2. Junior Analyst

**Functional Responsibilities:** Applies analytic methodologies and principles to project. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 2 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

### 3. Manager I

**Functional Responsibilities:** Provides management and direction for teams with a focus on performance. Assumes responsibility for project issues and guides work plans and deliverables. Actively manages and controls project resources, budget activities, and quality practices. Ensures consistent communication between client and project team. May be involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 5 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 4. Manager II

**Functional Responsibilities:** Provides management and direction for large teams with a focus on performance. Assumes responsibility for project issues and outlines work plans and deliverables. Actively manages and controls project resources, budget activities, and quality practices. Ensures consistent communication between client and project team. May be involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 7 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 5. Project Manager

**Functional Responsibilities:** Provides day-to-day management of contract activities, possibly including multiple projects and teams at multiple locations. Oversees service delivery and the production of all deliverables and is responsible for managing people, risk, and quality, in coordination with company leadership and infrastructure employees. May support program managers in their oversight of related projects.

**Minimum years of experience:** 8 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

#### 6. Senior Consultant I

**Functional Responsibilities:** Provides analytic and project support. May lead tasks or portions of tasks, overseeing junior staff. Contributes to work plan development and may lead tasks, supervising others and managing to timelines and budget. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 3 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

## 7. Senior Consultant II

**Functional Responsibilities:** Provides senior-level analytic and project support. May lead tasks or portions of tasks, overseeing junior staff. Contributes to work plan development and may lead tasks, supervising others and managing to timelines and budget. Performs analyst functions including data collection, interviews, data modeling, testing, and creation of performance measures to support project objectives. May also perform organizational assessments, audits, and process improvement.

**Minimum years of experience:** 4 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** None

## 8. Senior Manager I

**Functional Responsibilities:** Provides high level management and responsibility for program or project activities, and may serve as the primary point of contact for client executives. Manages business solutions, delegating resources and fostering quality across project and deliverables. Involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 8 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

## 9. Senior Manager II

**Functional Responsibilities:** Provides high level management and overall responsibility for program activities, and is the primary point of contact for client executives. Manages business solutions, delegating resources and fostering quality across project and deliverables. Involved in process and productivity improvement, through (for example) organizational assessments, program audits, and other evaluations.

**Minimum years of experience:** 10 years of federal consulting or other relevant industry experience

**Minimum education/degree requirements:** Bachelor's Degree

**Applicable training or certs:** PMP or other project management certification preferred

**EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD

## LABOR CATEGORY DESCRIPTIONS SINs 541430, 541820, & 561920

### 1. Marketing & Communications Consultant – Junior

**Functional Responsibilities:** Functions in a junior-level analyst capacity. Minimal experience in participating in advertising, marketing and related communication projects. Conducts market research. Forecasts/tracks trends and analyzes collected data. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings. Supports analyst functions including market research, marketing/communications, data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2 years

### 2. Marketing & Communications Consultant – Mid

**Functional Responsibilities:** Functions in a mid-level analyst capacity. Experience in participating in advertising, marketing and related communication projects. Conducts market research. Forecasts/tracks trends and analyzes collected data. Measures the effectiveness of marketing, advertising, and communications programs and strategies. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings. Supports analyst functions including market research, marketing/communications, data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4 years

### 3. Marketing & Communications Consultant – Senior

**Functional Responsibilities:** Functions in a senior-level specialist capacity. Performs advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Supports market research, marketing strategy development, print management, and information management needs. Supervises and mentors junior staff. Meets with client regularly to ensure work meets/exceeds client objectives, discuss initiatives, and set priorities. May assist in the development of marketing/communication strategies.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6 years



#### **4. Marketing & Communications Program Management Consultant**

**Functional Responsibilities:** Functions in a senior-level consultant role. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Develops strategic approaches to improve program effectiveness, implements efficient work processes, and ensures quality assurance. Serves as the point of contact for marketing strategy, creative services, marketing/communications, information management and print/production management. Supervises and mentors junior staff. Meets with client regularly to ensure work meets/exceeds client objectives, discuss initiatives, and set priorities. Assigns team responsibilities and supervises efforts. Monitors resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints. Performs quality checks of all work products.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6 years

#### **5. Marketing & Communications Subject Matter Expert**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads strategic level client meetings including marketing strategy, creative services, marketing/communications, information management and print/production management. Demonstrated ability to provide guidance and direction for multiple projects and in advertising, marketing and related communications management services.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6 years

#### **EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD

## LABOR CATEGORY DESCRIPTIONS SINs 541330ENG, 541420, & 541715

### 1. Consultant - II

**Functional Responsibilities:** Functions in a mid to junior level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical resource on project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

### 2. Consultant – III

**Functional Responsibilities:** Functions in a mid-level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical resource on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

### 3. Consultant - IV

**Functional Responsibilities:** Functions in a senior to mid-level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical expert on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

#### 4. Consultant - V

**Functional Responsibilities:** Functions in a senior level consultant role. Experience in participating in engineering management projects. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the primary disciplines and knowledgeable in others. Increasing responsibility in implementing engineering management services. Interacts with the clients. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Serves as technical expert on executive level project teams providing technical advice, analysis, research, interpretation, and alternative solutions for exceptional complex problems.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

#### 5. Engineering Analyst - I

**Functional Responsibilities:** Functions in a junior level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads, senior analysts or Project Manager. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

#### 6. Engineering Analyst - II

**Functional Responsibilities:** Functions in a mid to junior level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads or Project Manager. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

#### 7. Engineering Analyst - III

**Functional Responsibilities:** Functions in a mid-level engineering analyst capacity. Performs analysis activities such as: system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcome/deliverables, liaison between developers and the stakeholders. Performs complex activities such as system planning, analysis, design, modification, conversion, implementation, and support. Works closely with Task Leads or Project Manager.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

## **8. Engineering Analyst - IV**

**Functional Responsibilities:** Functions in a senior to mid-level engineering analyst capacity. Expert with extensive knowledge and experience developing and applying analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills. Performs highly complex activities such as system planning, analysis, design, modification, conversion, implementation, support, and project management. Performs analysis activities such as: review of requirements, system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcomes/deliverables, liaison between developers and the stakeholders.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## **9. Engineering Analyst - V**

**Functional Responsibilities:** Functions in a senior level engineering analyst capacity. Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills. Performs highly complex activities such as system planning, analysis, design, modification, conversion, implementation, support, and project management. Performs analysis activities such as: review of requirements, system/process plan; traceability of requirements to system capabilities; review of cost, test and actual results; and desired outcomes/deliverables, liaison between developers and the stakeholders.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

## **10. Engineering Technician - I**

**Functional Responsibilities:** Functions in a junior level engineering technician capacity. Supports the fabrication, installation, modification, and functional check-out of electro-mechanical devices and systems. Operates test equipment required to evaluate system performance. Performs both preventive and corrective maintenance tasks. Records data and obtains measurements for system readiness and acceptance testing. Maintains activity logs and documentation of all work performed. Works closely with senior Technicians or Team Leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

## 11. Engineering Technician - II

**Functional Responsibilities:** Functions in a junior to mid-level engineering technician capacity. Supports the fabrication, installation, modification, and functional check-out of electro-mechanical devices and systems. Operates test equipment required to evaluate system performance. Performs both preventive and corrective maintenance tasks. Records data and obtains measurements for system readiness and acceptance testing. Maintains activity logs and documentation of all work performed. Validates systems, devices, and equipment and provides direct technical support to customer engineering representatives. Analyzes measurement data for system readiness and acceptance. Prepares equipment operational procedures.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## 12. Engineering Technician - III

**Functional Responsibilities:** Functions in a mid-level engineering technician capacity. Fabricates, installs, modifies, refurbishes, functionally checks, operates, monitors, and maintains electronic devices and systems. Evaluates system performance. Repairs electrical, electronic or mechanical devices, equipment and systems to incorporate specified changes. Monitors test systems in support of operational launches and/or emergencies. Validates systems, devices, and equipment and provides direct technical support to customer engineering representatives. Analyzes measurement data for system readiness and acceptance. Prepares equipment operational procedures.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

## 13. Engineering Technician - IV

**Functional Responsibilities:** Functions in a senior to mid-level engineering technician capacity. Performs work orders and transmits work assignments and work instructions to those engaged in the operation and maintenance. Directs, participates in, and monitors progress towards completion of the fabrication, installation, modification, refurbishment, operation, or maintenance of various devices, equipment and systems. Coordinates activities of technical personnel. Acts as liaison between customer and contractor personnel. Provides status of work assignments, identifies problem areas and recommends appropriate solutions. Consults with engineering personnel to correct on-site problems, modify work plans or recommend alternative procedures. Assures technical feasibility of prescribed tasks and makes a final survey of responsibility. Performs independent on-site engineering and critical troubleshooting. Perform and manage significant engineering or technical projects. Possess a high degree of knowledge in the required engineering and technical disciplines, and substantial management experience directing successful engineering efforts.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## 14. Engineering Technician - V

**Functional Responsibilities:** Functions in a senior level engineering technician capacity. Performs work orders and transmits work assignments and work instructions to those engaged in the operation and maintenance. Directs, participates in, and monitors progress towards completion of the fabrication, installation, modification, refurbishment, operation, or maintenance of various devices, equipment and systems. Coordinates activities of technical personnel. Acts as liaison between customer and contractor personnel. Provides status of work assignments, identifies problem areas and recommends appropriate solutions. Consults with engineering personnel to correct on-site problems, modify work plans or recommend alternative procedures. Assures technical feasibility of prescribed tasks and makes a final survey of responsibility. Performs independent on-site engineering and critical troubleshooting. Perform and manage significant engineering or technical projects. Possess a high degree of knowledge in the required engineering and technical disciplines, and substantial management experience directing successful engineering efforts.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

## Functional Analyst – I

**Functional Responsibilities:** Functions in a junior level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for integrated products. Supports in analysis of system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. Works closely with senior analysts and team leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

## 15. Functional Analyst - II

**Functional Responsibilities:** Functions in a mid to junior level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for integrated products. Supports in analysis of system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. Works closely with senior analysts and team leads.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## 16. Functional Analyst - III

**Functional Responsibilities:** Functions in a mid-level functional analyst capacity. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

## 17. Functional Analyst - IV

**Functional Responsibilities:** Functions in a senior to mid-level functional analyst capacity. Responsible for supporting the direction and oversight of engineering projects and applications requiring specialized knowledge and understanding of complex technical issues. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. May perform as a high-level subject matter expert in engineering systems and applied technology. Possesses technical expertise. Supports efforts to ensure programs continue on schedule and within budget.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## 18. Functional Analyst – V

**Functional Responsibilities:** Functions in a senior level functional analyst capacity. Responsible for the direction and oversight of engineering projects and applications requiring specialized knowledge and understanding of complex technical issues. Provides functional, end user expertise in the development of system requirements for integrated products. Analyzes system and engineering designs to determine adequacy of current or planned system capabilities and functions. Reviews task and engineering design requirements, gathers information, analyzes data, prepares synopses, and compares and recommends alternative solutions to satisfy end user needs. May perform as a high-level subject matter expert in engineering systems and applied technology. Possesses technical expertise. Ensures programs continue on schedule and within budget.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

## 19. Program Analyst- II

**Functional Responsibilities:** Functions in a mid to junior level program analyst capacity. Performs analysis on tasks requiring specialized knowledge or skills for a variety of applications



and/or tools. Applies analysis practices, concepts, and procedures. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## **20. Program Analyst - III**

**Functional Responsibilities:** Functions in a mid-level program analyst capacity. Performs advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies advanced analysis practices, concepts, and procedures. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

## **21. Program Analyst - IV**

**Functional Responsibilities:** Functions in a senior to mid-level program analyst capacity. Performs advanced analysis on tasks requiring specialized knowledge or skills for a variety of applications and/or tools. Applies advanced analysis practices, concepts, and procedures. Engineering, facilities management, construction management resource. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and/or modification of methodologies and tools. Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## 22. Program Manager - I

**Functional Responsibilities:** Supports the planning and management of single or multiple projects and retains overall responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## 23. Program Manager - II

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 4+ years

## 24. Program Manager - III

**Functional Responsibilities:** Supports and directs the planning and management of single or multiple projects and retains overall responsibility for performance, implementing engineering related projects and contractual compliance. Ensures management goals and standards are successfully implemented. Engineering, facilities management, construction management resource.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## 25. Program Manager – IV

**Functional Responsibilities:** Responsible for support in overall project organization and direction. Interfaces with designated client representatives to formulate requirements and supervise tasks. Requires knowledge of regulations, requirements, policies and procedures, cost and schedule estimating, systems disciplines, and engineering specifications. Demonstrated ability to provide guidance and direction for specific projects or sub-tasks. Increasing responsibility in design, implementation and management of engineering management services. Engineering, facilities management, construction management resource. Coordinates project-specific parties and reviews work products for completeness and adherence to customer requirements. Delivers presentations and assists in leading client meetings. Develops strategic business approaches. Formulates, communicates, and enforces quality work standards. Ensures projects are completed on time and within budget. Facilitates support to the team and assists in an advisory role to program teams regarding projects, tasks, and operations.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

## **26. Project Manager – I**

**Functional Responsibilities:** Functions in a junior level project manager capacity. Supports day to day management and administration of project tasks. Assists to develop detailed work plans and schedules, monitor resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints, performs quality checks of all work products. Interacts continually with government clients. Stays informed of the project status. Works closely with seniors and team leads. Serves as an analytical engineering, facilities, and construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 0+ years

## **27. Project Manager – IV**

**Functional Responsibilities:** Functions in a senior to mid-level project manager capacity. Responsible for handling the day to day management and administration of project tasks. Develops detailed work plans and schedules. Assigns team responsibilities and assist in supervising efforts. Monitors resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints. Performs quality checks of all work products. Interacts continually with government clients. Assists, coordinates with and supports the Program Manager. Stays informed of the day-to-day status of the program, projects, and staff. Provide direction and oversight throughout project lifecycle to project team to meet applicable business requirements. Engages appropriate stakeholders in risk identification and mitigation. Serves as an analytical engineering, facilities, and construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

## **28. Project Manager – V**

**Functional Responsibilities:** Functions in a senior level project manager capacity. Responsible for handling the day to day management and administration of project tasks. Develops detailed work plans and schedules. Assigns team responsibilities and supervises efforts. Monitors resources as necessary to complete duties in accordance with scheduled milestones and budgetary constraints. Performs quality checks of all work products. Interacts continually with government clients. Assists, coordinates with and supports the Program Manager. Stays informed of the day-to-day status of the program, projects, and staff. Provide direction and oversight throughout project lifecycle to project team to meet applicable business requirements. Engage appropriate stakeholders in risk identification and mitigation. Serves as an analytical engineering, facilities, and construction management resource on project team.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### **29. Subject Matter Expert - III**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Capable of planning, directing and implementing initiatives. Provides advanced specialized scientific, engineering and other functional support required to complete high technology projects. Provides enterprise-wide, advisory assistance in the planning, troubleshooting, integration, research, design, development, testing, modeling, simulation and training on the most complex work requirements. Serves as a mid level engineering and scientific professional subject matter expert.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 6+ years

### **30. Subject Matter Expert - IV**

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Capable of planning, directing and implementing initiatives. Analyzes project requirements and develops strategic solutions and tactical plans to meet agency's needs. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Capable of planning, directing and implementing initiatives. Provides advanced specialized scientific, engineering and other functional support required to complete high technology projects. Provides enterprise-wide, advisory assistance in the planning, troubleshooting, integration, research, design, development, testing, modeling, simulation and training on the most complex work requirements. Serves as a senior to mid-level engineering and scientific professional subject matter expert.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 8+ years

### **Technical Writer/Editor – II**

**Functional Responsibilities:** Functions in a mid to junior level technical writing/editing capacity. Writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; develops outlines and drafts for review and approval by technical specialists and project management; and ensures that final documents meet applicable contract requirements and

regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

**Minimum education/degree requirements:** Bachelor's Degree

**Minimum years of experience:** 2+ years

## EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD

## LABOR CATEGORY DESCRIPTIONS 541611

### 1. Acquisition Manager – I

**Functional Responsibilities:** Functions in a junior-level acquisition management capacity. Under direct guidance, provides advice and assistance to functional area technical experts on acquisition related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's Degree

### 2. Acquisition Manager – II

**Functional Responsibilities:** Functions in a junior to mid-level acquisition management capacity. Under guidance, provides advice and assistance to functional area technical experts on acquisition related matters. Assists with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. May also be responsible for assisting with the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

### 3. Acquisition Manager – III

**Functional Responsibilities:** Functions in a mid-level acquisition management capacity. Under minimal guidance, provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in

the contractual documents and project plan. May assist in the development of independent Government Cost Estimates.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **4. Acquisition Manager – IV**

**Functional Responsibilities:** Functions in a mid to senior-level acquisition management capacity. Provides advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Possess working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **5. Acquisition Manager – V**

**Functional Responsibilities:** Functions in a senior-level acquisition management capacity. Provides expert advice and assistance to functional area technical experts on acquisition related matters based on a working knowledge of regulation policy. Responsible for the planning, preparing, and maintaining of the current acquisition plans and overall program office acquisition administration functions to include program control and tracking. Responsible for assisting with the development of writing performance criteria and requirements into sound/sufficient Statement of Work and or task/orders. May perform or evaluate market research and trends, conditions and technological advances as they apply to the program. May also assist with the development of source selection evaluation criteria. Coordinates and works with the technical experts and the contracting office to ensure project milestones are reflected in the contractual documents and project plan. May assist in the development of independent Government Cost Estimates. Possess working knowledge of the acquisition planning stages as well as technical or subject matter expertise depending on the acquisition type and nature of the program.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree



## 6. Analyst – I

**Functional Responsibilities:** Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's degree

## 7. Analyst – II

**Functional Responsibilities:** Possesses knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

## 8. Analyst – III

**Functional Responsibilities:** Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Task Leads or Project Manager. May direct the activities of junior staff as necessary.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

## 9. Analyst – IV

**Functional Responsibilities:** Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. May direct the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

**Minimum years of experience:** 6 years



**Minimum education/degree requirements:** Bachelor's Degree

#### **10. Contract Specialist – II**

**Functional Responsibilities:** Functions in a junior to mid-level contract specialist capacity. Under guidance, carries out pre-determined and recurring tasks which are designed to provide broad, but limited exposure to the contracts profession. Assignments may include, but are not limited to general cradle to grave contract administration. Limited support functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, negotiation and preparation of contract modifications, cost/price analysis, evaluation of performance, contract termination, and contract close-out. Exposure to FAR and/or DFAR.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **11. Contract Specialist – III**

**Functional Responsibilities:** Functions in a mid to senior-level contract specialist capacity. Carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Extensive knowledge and exposure to different contract types. Extensive knowledge of FAR and/or DFAR.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **12. Contract Specialist – IV**

**Functional Responsibilities:** Functions in a mid to senior-level contract specialist capacity. Carries out pre-determined and recurring contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, SOW development, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation, preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Extensive knowledge and exposure to different contract types. Extensive knowledge of FAR and/or DFAR.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **13. Contract Specialist – V**

**Functional Responsibilities:** Functions in a senior-level contract specialist capacity. Carries out pre-determined and recurring cradle to grave contract administration duties. Functions may include acquisition planning, proposal solicitation preparation, market research/analysis, selection and administration of terms and conditions, cost/price analysis, negotiation,

preparation of contract modifications, evaluation of performance, contract termination, and contract closeout. Knowledge and exposure to cost reimbursement/cost sharing contracts and review of claims and equitable adjustments. Ability to simultaneously manage, coordinate and pursue multiple, complex projects and activities. Extensive knowledge of the FAR and/or DFAR.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **14. Principal Consultant – I**

**Functional Responsibilities:** Provides expert advice to agency senior staff in a wide variety of department level activities and/or major programs. Delivers senior level management and oversight to agency leadership as needed. Analyzes project requirements and develops strategic solutions and tactical plans to meet agency's needs. Capable of planning, directing and implementing initiatives. Duties may include researching legislative and organizational matters, recommending alternatives and best practices, reviewing organizational effectiveness and recommending improvements, and developing communication strategies for both internal and external audiences. Generally, has served in major roles at high levels of industry and/or government and experienced in senior executive-level management and leadership.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **15. Program Manager – I**

**Functional Responsibilities:** Supports the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented.

**Minimum years of experience:** 0 years

**Minimum education/degree requirements:** Bachelor's Degree

#### **16. Program Manager – II**

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

### 17. Program Manager – III

**Functional Responsibilities:** Supports the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

### 18. Program Manager – V

**Functional Responsibilities:** Directs the planning and management of single or multiple projects and retains overall responsibility for performance including cost, schedule, deliverables and contractual compliance. Responsible for overall success of the project/projects and ensures goals and standards are successfully implemented. Serves as the senior liaison to government and outside representatives and coordinates activities of support personnel.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

### 19. Subject Matter Expert – I

**Functional Responsibilities:** Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

### 20. Subject Matter Expert – II

**Functional Responsibilities:** Possesses demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline and contributes to the implementation of strategy.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

### 21. Subject Matter Expert – III

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter

related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

### **EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

Education and experience may be substituted for each other as indicated in the Degree/Experience Equivalence table below. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education. Years of successful higher education completion that has not yet resulted in a degree may be counted as experience on a one-for-one basis.

<b>Degree</b>	<b>Experience</b>	<b>Other Equivalence</b>
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD

## LABOR CATEGORY DESCRIPTIONS 611430

### 1. Training Subject Matter Expert - I

**Functional Responsibilities:** Possesses knowledge in designated field or discipline. Supports senior team members with training development , creating training curriculum, instructional design strategies and learning courses to include various delivery methods i.e. instructor led or web based training. Helps in gathering information from client representatives and uses this information to support the design of training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Helps senior members to assess the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 2+ Degree

**Minimum education/degree requirements:** Bachelor's Degree

### 2. Training Subject Matter Expert - II

**Functional Responsibilities:** Possesses demonstrated knowledge in designated field or discipline. Facilitates in providing oversight for all aspects of training development lifecycle including consulting with the client senior management team, developing curriculum, formulating instructional design strategies and developing learning courses to include various delivery methods i.e. instructor led or web based training. Helps to collect information from client representatives and uses this information to design training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Evaluates the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 4+ years

**Minimum education/degree requirements:** Bachelor's Degree

### 3. Training Subject Matter Expert - III

**Functional Responsibilities:** Possesses extensive demonstrated knowledge in designated field or discipline. Provides oversight for all aspects of training development lifecycle including consulting with the client senior management team, developing curriculum, formulating and implementing instructional design strategies and developing learning courses to include various delivery methods i.e. instructor led or web based training. Collects information from client representatives and uses this information to design training material, outlines, narratives, and storyboards. May provide programming support for training projects, including authoring content in various authoring languages that meet Section 508, SCORM, and Learning Management System (LMS) requirements. Evaluates the effectiveness training artifacts and delivery of the training.

**Minimum years of experience:** 6+ years

**Minimum education/degree requirements:** Bachelor's Degree

## **EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE**

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<b>Degree</b>	<b>Experience</b>	<b>Other Equivalence</b>
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD

## LABOR CATEGORY DESCRIPTIONS SIN 541620

### 1. Environmental Analyst - Mid

**Functional Responsibilities:** Functions in a mid-level analyst capacity. Possesses knowledge and experience applying analytic methodologies and principles to address client needs pertaining to environmental activities. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst duties, including (but not limited to) input and refinement on NEPA documentation, market research, data collection, data analysis and compliance support.

**Minimum years of experience:** 2 years

**Minimum education/degree requirements:** Bachelor's Degree

### 2. Environmental Analyst - Senior

**Functional Responsibilities:** Functions in a senior-level analyst capacity. Possesses knowledge and experience applying analytic methodologies and principles to address client needs pertaining to environmental activities. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst duties, including (but not limited to) drafting and supporting NEPA documentation, permitting and site requirement research, market research, data collection, data analysis and compliance support. Provides support and direction to junior staff.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

### 3. Environmental Specialist - Mid

**Functional Responsibilities:** Provides environmental management and planning support at multiple levels pertaining to environmental activities. Activities include (but are not limited to) assessing reports, supporting compliance activities, developing and executing environmental program policies and procedures, implementing and evaluating environmental programs. Assists with the planning and management of single or multiple projects. Specialist activities may include subject areas, such as Water and Waste Audits, Remediation and Wildlife assessments.

**Minimum years of experience:** 4 years

**Minimum education/degree requirements:** Bachelor's Degree

### 4. Environmental Specialist - Principal

**Functional Responsibilities:** Provides technical and managerial course for problem solving, analysis, assessing results and providing comprehensive recommendations. Analyzes project requirements and develops strategic solutions and tactical plans to meet needs. Capable of planning, directing and implementing initiatives. Possesses subject matter expertise on a variety of environmental subject areas, including Water and Waste Audits, Remediation and Wildlife

assessments, as well as permitting. Principal will be able to work across agencies and offer expert guidance and testimony.

**Minimum years of experience:** 8 years

**Minimum education/degree requirements:** Bachelor's Degree

## 5. Environmental Specialist - Senior

**Functional Responsibilities:** Provides environmental management and planning support at multiple levels pertaining to environmental activities. Activities include (but are not limited to) assessing reports, supporting compliance activities, developing and executing environmental program policies and procedures, and implementing and evaluating environmental programs. Directs the planning and management of single or multiple projects to ensure goals and standards are successfully implemented. Specialist activities may include subject areas, such as Water and Waste Audits, Remediation and Wildlife assessments and the ability to draft and submit opinion papers on the same.

**Minimum years of experience:** 6 years

**Minimum education/degree requirements:** Bachelor's Degree

## EXPERIENCE & DEGREE SUBSTITUTION/EQUIVALENCE

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Degree	Experience	Other Equivalence
Bachelor's	Associate's + 2 years' experience or 4 years' relevant experience	Professional certification
Master's	Bachelor's + 2 years' experience or 6 years' experience	Professional license
Doctorate	Bachelor's + 2 years' experience or 8 years' experience	Professional graduate degree, such as JD or MD